

- ☐ Original PPMP
- ☒ Revised (Changed items, same budget)
- ☐ Supplemental



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

SCAN HERE



Amend-2025-0805-289180

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**  
**CY 2025**

END-USER/UNIT: **Innovation Office**  
 CHARGED TO **IGP**  
 Project, Programs and Activities(PPAs):  
 For the efficient and effective management of the office.

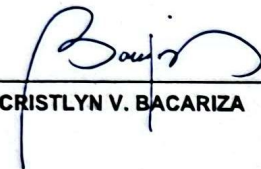
PPMP #: **PPMP-2025-011625-0857**  
 Project Code: **Innovation Office-2025**


Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>Food &amp; Food Ingredients</b>															
	Buffet Style (Lunch or Dinner)	275 person	77,000.00	NP-53.9 - Small Value Procurement								275				
	Innovation Office Trainings - Packed AM Snacks	60 pack	4,800.00	NP-53.9 - Small Value Procurement									60			
	Innovation Office Trainings - Packed PM Snacks	60 pack	4,800.00	NP-53.9 - Small Value Procurement									60			
	Meals (Breakfast) Buffet Style	9 packs	1,800.00	NP-53.9 - Small Value Procurement								9				
	Packed Meals (for Lunch or Dinner)	30 sets	6,000.00	NP-53.9 - Small Value Procurement									30			
	Snacks AM (80.00)	260 packs	20,800.00	NP-53.9 - Small Value Procurement								260				
	Snacks PM (80.00)	260 packs	20,800.00	NP-53.9 - Small Value Procurement								260				



Code	General Description	Quantity / Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities (In quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>Sub-Total</b>		<b>136,000.00</b>													
	<b>Fuel &amp; Lubricants</b>															
	Diesel Fuel	600 L	42,000.00	NP-53.9 - Small Value Procurement		100	100	100	100	100	25	25	25	25		
	Fuel, Gasoline	200 L	14,800.00	NP-53.9 - Small Value Procurement			50			50			50	50		
	<b>Sub-Total</b>		<b>56,800.00</b>													
	<b>Office Equipment</b>															
	2 Line VOIP Phone	1 unit	7,500.00	NP-53.9 - Small Value Procurement		1										
	Desktop Computer, Assembled, 12th Gen Core i5, SDD and HDD	1 sets	49,000.00	NP-53.9 - Small Value Procurement		1										
	<b>Sub-Total</b>		<b>56,500.00</b>													
	<b>Office Furniture &amp; Fixture</b>															
	4 drawer lateral office cabinet	1 pc	16,500.00	NP-53.9 - Small Value Procurement		1										
	<b>Sub-Total</b>		<b>16,500.00</b>													
	<b>Office Supplies</b>															
	Bundy Clock	1 unit	10,500.00	NP-53.9 - Small Value Procurement		1										
	Bundy Clock Time Card	2 pack of 100's	500.00	NP-53.9 - Small Value Procurement		1	1									
	<b>Sub-Total</b>		<b>11,000.00</b>													
	<b>TOTAL BUDGET:</b>		<b>276,800.00</b>													

Note: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:   
**CRISTLYN V. BACARIZA**

Submitted by:   
**FELICIANO G. SINON**  
Unit Head/Project Leader

Date: **08/05/2025**